

OUTSIDE EMPLOYMENT POLICY

(This is ADE's Sample Policy. Please create own policy on YOUR centers letterhead.)

The employee(s) who work on CACFP responsibilities for _____ [name of organization] is/are restricted from additional outside employment that could interfere with the performance of CACFP related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

The employee(s) is/are required to inform their immediate supervisor of any outside positions held. The supervisor will make the determination of whether or not the outside employment constitutes a real or apparent conflict of interest with CACFP related duties and responsibilities. If it is determined that the outside employment constitutes a conflict of interest, the employee could be asked to limit or restrict the outside employment.

This policy is not intended to restrict an employee from working a second job. The immediate supervisor shall notify the employee if there is a determination that the outside employment is not in compliance with integrity guidelines.

This policy or a similar document for _____ [name of organization] is located in **one** of the following:

- ☐ CACFP Policy and Procedure Manual
- ☐ Addendum to position job description
- ☐ Personnel File for CACFP employee